



Albemarle Ballet  
THEATRE

## 2019 – 2020 Handbook & Policies

August 7, 2019 Revision

### Table of Contents

REGISTRATION .....	2
PAYMENTS AND BILLING.....	2
TUITION .....	3
DROP-OUT .....	4
LEVEL PLACEMENT .....	5
CLASS SIZES.....	5
ABSENCES & MAKE-UP CLASSES .....	5
INCLEMENT WEATHER & SCHOOL CLOSINGS .....	6
PRIVATE LESSONS/COACHING .....	6
DROP-OFF AND PICK-UP .....	6
SCHOLARSHIPS & WORK STUDY .....	6
FAMILY OBSERVATION WEEK .....	7
CLASS SCHEDULE.....	7
2018-2019 CALENDAR.....	8
PERFORMANCES .....	8
PERFORMANCE FEE.....	9
CLASS ATTIRE .....	10
STUDIO POLICIES & AGREEMENTS.....	11

5798 Three Notch'd Rd • Crozet, Virginia, 22932 • **Mailing:** P.O. Box 805 • Crozet, VA • 22932  
(434) 823-8888 • [Info@abtdance.org](mailto:Info@abtdance.org) • [www.abtdance.org](http://www.abtdance.org)

## Registration

Registration is available online at [www.abtdance.org](http://www.abtdance.org) and is for the school year August 17, 2019 - May 2, 2020, excluding Mat Pilates and 8-week sessions. See Drop-out policy below.

Your first tuition payment is due at the time of enrollment. Registration is a two-step process: Step 1: enter all registration information and enroll in the class(es); Step 2: log in to the Jackrabbit Dancer Portal and make your first payment. This first payment serves as a deposit, without which we cannot guarantee a spot in the class. Your card on file will automatically be charged if we do not receive payment within 72-hours.

Please note that you are automatically enrolled in monthly auto-pay when you complete online registration for annual classes. After the first tuition payment/deposit (made by the registrant), all subsequent monthly payments will be made via auto-pay, unless the ABT office has been notified of another preferred form of payment.

All students will pay a non-refundable annual Registration Fee of \$25 per student. A separate registration fee is charged for Summer Camps and Classes. All registration fees are waived for multi-student families; please note that your account will automatically be credited within one billing cycle.

Current ABT students will receive priority registration at the start of a new session. Once registration is opened to the public, all classes are first-come, first-serve. If you miss pre-registration, class openings are limited and will not be held for returning students. Once a class is full you will be waitlisted. All waitlisted ABT students will be prioritized.

New students should contact the office regarding level placement. Returning students should refer to their "skills" tab in the Dancer Portal for level placement when enrolling in a new session.

## Payments and Billing

Annual tuition, excluding 8-week sessions and Pilates classes, is billed monthly. If you would like to pay in full, please notify Ashley at [Ashley@abtdance.org](mailto:Ashley@abtdance.org). Tuition will be posted on the 1<sup>st</sup> of the month and cards on file will be charged on the 15<sup>th</sup> for the following month's tuition.

Tuition is due in full at the time of registration for Pilates, 8-Week Sessions, and Events.

ABT requires a credit or debit card to be kept on file at the time of registration and you will automatically be enrolled in auto-pay unless a written request is emailed to Ashley for cash/check payments. All payment information is completely secure through SafeSave Payments. If another form of payment (cash, check, or alternate card) is not

received by the 15<sup>th</sup> of the month, your card on file will automatically be charged. Any declined forms of payments will carry a fee of \$25.00. When paying by cash or check, a late fee of \$25 will automatically be applied to accounts past due; each month incurs a separate late fee.

ABT accepts: Cash, Checks, Bank Draft, Visa, American Express, and MasterCard.

If you choose to pay by Bank Draft, please ensure you have sufficient funds in your account! If the payment is returned due to insufficient funds, you will be charged a fee from SafeSave, your bank, and ABT.

When making a payment by cash or check, please include the Dancer's first and last name in the memo of your check. Write checks to Albemarle Ballet Theatre and drop off or mail to: *P.O. Box 805, Crozet, VA 22932.*

## Tuition

### 2019-2020 School Year Classes

The base class rate is \$18.62/per class per day, before multi-class discounts. Monthly rates are listed as \$74.50 in the Dancer Portal before multi-class discounts. For tuition questions or to request your total tuition per semester, please contact Ashley at [Ashley@abtdance.org](mailto:Ashley@abtdance.org). Please note that monthly rates will vary depending on the number of classes offered in a given month.

If you register for 7 or more classes, the multi-class discount is not automated. Your account will be adjusted within one billing cycle according to the rates listed below.

Multi-Class Discounts	
# Classes per week	Class Rate after discount
1	\$18.62
2	\$16.19
3	\$15.04
4	\$14.38
5	\$13.17
6	\$12.35
7	\$11.75
8	\$11.32
9	\$10.97
10	\$10.33

Number of weeks per semester will vary this year by the day of the week.

Number of weeks in Fall Semester	
Monday	16
Tuesday	17
Wednesday	16
Thursday	15
Friday	16
Saturday	15

Number of weeks in Spring Semester	
Monday	16
Tuesday	16
Wednesday	16
Thursday	17
Friday	17
Saturday	17

#### Mat Pilates

1-Month Session:     \$15 per class

#### Dance With Me & Creative Movement

8-Week Session:     \$149

#### Adult Drop-Ins/Class Cards

Adults may be eligible for drop-in rates in classes that already have a minimum number of required enrolled students to run the class. Please inquire about eligibility by emailing Ashley@abtdance.org. All drop-in students must complete online registration and have a card on file. Please notify Ashley via email prior to attending a class. Class fees will be added to your account and charged within 24-hours of class.

Single Class:     \$20

2-Hour Classes:     \$32

## Drop-Out

Registration is for the school year August 17, 2019 - May 2, 2020, excluding Pilates and 8-week sessions. Tuition for 8-week sessions is non-refundable.

Written notice must be given prior to December 15<sup>th</sup> if you would like to drop a class. Any classes dropped after December 15<sup>th</sup> will be subject to a drop out fee of \$50 per student for the first class and \$25 for each additional class in which the student is enrolled. For any drop notices given after December 15<sup>th</sup>, written notification must be given prior to the 1<sup>st</sup> of the month in order to receive pro-rated tuition for the following month's tuition. Drop-out fees still apply. Exceptions are made for extenuating circumstances.

If written notice is not given by December 15<sup>th</sup>, all students will automatically be re-enrolled in the Spring semester.

Please note: Students who simply stop coming to class will continue to be billed until they officially withdraw. We will not assume a student has withdrawn, and give away their spot, until we receive notice. Notice cannot be retroactive.

## Level Placement

Level placement is determined by ABT Owner & School Director, Sally Hart, and Artistic Director, Veronica Piller. When placing students, we consider age, experience, maturity, physical ability, and attendance. Your teachers carefully consider which level will best suit each student as we believe that proper placement is crucial to the growth, success, and experience of the dancer and their classmates. We consider the entire class dynamic in order to create a balanced environment where the students can thrive. For more information go to [www.abtdance.org/classes/level-placement](http://www.abtdance.org/classes/level-placement).

## Class Sizes

We are a small studio and pride ourselves on offering the highest level of training. We prioritize quality over quantity. Because of this, all classes have limited openings to ensure the best-individualized attention.

Pilates: 15-Student Maximum

Creative Movement - Ballet IB: 12-Student Maximum

Ballet IC – Ballet II: 15-Student Maximum

Ballet III - Advanced: 22-Student Maximum

ABT has a minimum enrollment policy of 5-students per class. If minimum enrollment is not met by the end of the third week of classes, ABT may cancel the class and provide alternative options to students. A full refund of any unused tuition will be issued if a class is completely canceled due to insufficient registration.

If 3 or fewer students are present for a class, the class time will be shortened, and parents/guardians will be notified at the start of class.

## Absences & Make-up Classes

Email [Attendance@abtdance.org](mailto:Attendance@abtdance.org) to report absences.

Make-up classes may be approved and scheduled with the office for the same or a lower level. All make-up classes must be fulfilled within the same semester, after which the class is forfeited and does not carry over into the following semester, summer, or school year.

Refunds or credits are not given for missed classes. If there are extenuating circumstances, please contact the office.

## Inclement Weather & School Closings

Should the school be closed due to inclement weather, students are welcome to schedule make-up classes with the office. If there are more than two weather-related class cancellations made by ABT in a semester, and the class cannot be made up in another existing class, a separate make-up class will be added to the calendar. ABT does not offer refunds for cancelled classes.

If a class is cancelled in an 8-week session a make-up class will be scheduled during the last week of the session or in the following session, if applicable.

ABT does not always follow the Albemarle County Public School's decisions on closing for weather-related emergencies. If Albemarle County Schools are closed, ABT will notify families if the school will remain open no later than 12:00pm the day of for evening classes, or 9:00pm the night before for daytime classes.

ABT follows the ACPS Calendar for Thanksgiving, Winter, and Spring Breaks.

## Private Lessons/Coaching

Private lessons can be scheduled with the office and are billed at \$100/hour.

## Drop-off and Pick-up

Students must be picked up at the end of class or rehearsal. If you will be late, please call and notify the office. We do not guarantee that a staff member will be available to supervise your child, and ABT is not liable for the safety of the students once their class or rehearsal has ended.

Students should wear clothing and street shoes over their leotards and tights upon entering and exiting the school. Please escort your young dancer in and out of the building.

ABT must have prior notification if someone other than the parent/guardian/caregiver is picking up the dancer.

## Scholarships & Work Study

Scholarships are provided by Studio For The Performing Arts (SFTPA) a 501(c)3 non-profit organization. The goal of SFTPA's scholarship program is to ensure that all qualifying students, regardless of their economic status are given the opportunity to

study dance in a professional school. Scholarships are based on financial need. Please note that SFTPA only grants partial scholarships.

ABT offers a Work-Study program available to all students. Work-Study may be completed by students aged 15-years and older or family members.

Application forms are available online at [www.abtdance.org/registration/financial-aid](http://www.abtdance.org/registration/financial-aid). If you have any questions, please contact us at [Info@abtdance.org](mailto:Info@abtdance.org).

## Family Observation Week

Family members are welcome to observe classes during family observation weeks, November 11 - 16, 2019 and March 2 - 7, 2020. This is also a great time to bring a friend to watch class if they are interested in joining ABT.

## Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>9:30 - 10:15 AM</b> Dance With Me (Ages 2-4)	<b>9:15 - 10:15 AM</b> Mat Pilates All Levels		<b>9:00 - 9:45 AM</b> Exploring Ballet
		<b>10:30 - 11:15 AM</b> Creative Movement (Ages 2-4)			<b>10:00 - 11:00 AM</b> Teen & Adult Beginner Ballet
		<b>12:45 - 1:30 PM</b> Exploring Ballet			<b>11:15 - 12:15 PM</b> Ballet IA/B
<b>3:30 - 4:30 PM</b> Ballet IA	<b>4:00 - 5:00 PM</b> Ballet IIA	<b>4:00 - 5:00 PM</b> Ballet IA	<b>3:30 - 4:30 PM</b> Ballet IB	<b>4:00 - 5:15 PM</b> Ballet IIB	<b>12:15 - 1:30 PM</b> Intermediate Jazz/Modern
<b>4:45 - 6:45 PM</b> Ballet IIIB	<b>5:15 - 6:15 PM</b> Beginner Jazz/Modern	<b>5:15 - 6:45 PM</b> Ballet IIIA	<b>4:45 - 6:45 PM</b> Advanced Ballet	<b>5:30 - 7:30 PM</b> Ballet IV	<b>1:45 - 2:45 PM</b> Beginner Pointe
<b>7:00 - 9:00 PM</b> Advanced Ballet	<b>6:30 - 7:45 PM</b> Advanced Pointe	<b>7:00 - 9:00 PM</b> Advanced Ballet	<b>6:45 - 8:00 PM</b> Advanced Jazz/Modern		<b>3:00 - 4:00 PM</b> Intermediate Pointe

## 2018-2019 Calendar

August 17	Classes begin
September 2	Closed for Labor Day
November 11 - 16	Family Observation Week
November 23	Last day of <b>Saturday</b> classes Fall Semester
November 27 - 30	Closed for Thanksgiving Break
December 2 & 4	Nutcracker Outreaches   Ballet IV & Advanced
December 7 & 8	'Step Into The Story' Nutcracker Series   Ballet IV & Advanced
December 12	Nutcracker Dress Rehearsal – ABT Closed
December 13	Last day of classes Fall Semester
December 14 & 15	Nutcracker Wayne Theatre – ABT Closed
December 16 – January 1	Closed for Winter Break
January 2	Classes Resume
March 2 - 7	Family Observation week
April 6 - 11	Closed for Spring Break
May 2	Last day of classes Spring Semester
May 3	Exploring & Ballet IA In-Studio Presentations
May 4 – 7	Spring Gala tech week
May 8	Spring Gala dress rehearsal
May 9	Spring Gala at PVCC

**8-Week Session Dates:** All Closed dates listed above are observed.

<b>Fall: Session 1</b>	<b>Spring: Session 1</b>
8/21/19 – 10/9/19	1/8/20 – 2/26/20
<b>Fall: Session 2</b>	<b>Spring: Session 2</b>
10/16/19 – 12/11/19	3/4/20 – 4/29/20

## Performances

ABT presents two productions per school year. Tickets and more information can be found online [here](#). Participation in the performances is voluntary and not required. In order to participate, students must attend their regular classes with minimal absences in order to maintain technique and stamina during rehearsal periods.

### Rehearsal Absences:

Ballet IA – IIB: 2-allowed absences (includes illness and family events). Excessive absences will be reviewed, and role may be subject to recasting.

Ballet III – Advanced: 2-allowed absences (including illness and family events). If student misses more than 2 rehearsals, role may be re-cast and understudy may be put into the role. Student may not be permitted to perform for excessive absences.



Nutcracker Community Outreach Performances - participation is voluntary

Monday, December 2, 2019 | 4:30pm

Crozet Library, Crozet, VA

Ballet IV - Advanced roles invited to perform

Wednesday, December 4, 2019 | 3:00pm

Mountain Side, Crozet, VA

Ballet IV - Advanced roles invited to perform

'Step Into The Story' Nutcracker Series

December 7 & 8, 2019

Saturday: 2:00pm & 4:00pm | Sunday: 11:00am & 1:00pm

The White Box Theatre at ABT

Ballet IV - Advanced roles invited to perform

The Nutcracker

December 14 & 15, 2019

Saturday: 2:00pm & 5:00pm | Sunday: 2:00pm

The Wayne Theatre in Waynesboro, VA

Exploring Ballet & Ballet IA In-Studio Presentations

May 3, 2020, | Times TBA \*No performance Fee

Spring Gala

Saturday, May 9, 2020 | 2:00pm & 6:00pm

The Dickinson Theatre at Piedmont Community College, Charlottesville, VA

Spring Gala Community Outreach Performances - participation is voluntary

Two performances will be scheduled. Dates and times TBA.

Ballet IV - Advanced roles invited to perform

## Performance Fee

A one-time performance fee will apply per-student, per-production. This fee includes all rehearsals, warm-up classes, costumes, and a downloadable video of the performances. This fee does not include tickets which are an additional cost.

Please note that all productions are presented by Studio For The Performing Arts, a 501(c)3 non-profit organization. These professional, affordable, family-friendly productions would not be possible without the support of the ABT family volunteers.

We require one parent/guardian of student(s) performing to volunteer, or if preferred, pay a voluntary opt-out fee of \$100 so that we may hire a replacement. Please note that

some positions may require you to sign-up for a second position due to having a shorter time commitment.

Nutcracker:

Ballet 1A - IIB: \$150

Ballet III – Advanced: \$185

Spring Gala

Ballet 1A - IIB: \$175

Ballet III – Advanced: \$215

## Class Attire

*Girls' hair should be worn up and in a neat bun. Dancers with short hair must pin back bangs or wear a headband. Boys' hair should be neat and not fall into eyes; longer hair should be pulled back in a ponytail. Remove all jewelry other than stud earrings. Please wear clean dance clothes in good repair.*

### Exploring Ballet

Girls Attire: Pink leotard, Pink tights, Pink ballet slippers.

Boys Attire: Comfortable black shorts or black tights, fitted white tee-shirt, black ballet slippers.

### Ballet 1A-Ballet IV

Girls Attire: Black leotard, Pink tights, Pink ballet slippers.

Ballet II and higher: Colored waistband (no black)

Boys Attire: Comfortable black shorts or black tights, fitted white tee-shirt, black ballet slippers.

### Advanced Ballet

Girls Attire: Leotard color of your choice, Pink tights, Pink ballet slippers, and Colored waistband (no black).

Boys Attire: Comfortable black shorts or black tights, fitted solid color t-shirt without logo or graphics, black ballet slippers.

### Jazz/Modern (all levels)

Girls Attire: Solid colored leotard, black jazz pants, tights, leggings, or shorts, and black jazz shoes.

Boys Attire: Comfortable black bicycle shorts, fitted solid color t-shirt without logo or graphics, black jazz shoes.

## Studio Policies & Agreements

ABT's policies & rules are in place to maintain a positive, safe, healthy, and productive environment for the dancers, families, and staff.

Please print a copy of the agreements page and bring to the first day of classes for orientation. Each dancer will be asked to sign the agreements page at that time.

### Student Agreements - Parents/Guardians please read

Today's Date: \_\_\_\_\_

- 1) At ABT we encourage and nurture a welcoming environment of inclusion, integrity, and friendship. We do not discriminate for any reason. We reward hard work, dedication, and a positive attitude. **We do not tolerate gossiping or bullying of any kind.**

I agree and understand this policy.

---

Student Signature

- 2) We encourage our students to arrive early to warm-up.
- 3) Please use the restroom prior to the start of class to help with fewer interruptions during class.
- 4) Students should be on time for the beginning of a class. Students who are more than 10-minutes late may only join class at the Teacher's discretion, as this is a safety concern. Student may be asked to observe class instead.
- 5) If you arrive late for a class that is already in session, please enter quietly and wait by the door until the current combination has ended and then quietly ask the teacher if you may join the class.
- 6) Please be fully prepared for class by bringing all the things you need into the studio at the start of class. Entering and exiting the studio is distracting and disruptive.
- 7) If you need to leave class early, please establish a departure time with your parent in advance. At the beginning of class, the student should inform the teacher they will be leaving early. The student should keep an eye on the clock and when it's time for the student to leave they should first thank the teacher for class before exiting.

I agree and understand this policy.

---

Student Signature

- 8) Talking during class is not permitted.
- 9) Hanging on the barres is not allowed.
- 10) The use of powders, lotions, hair products, jet glue or other substances is prohibited in the studio.
- 11) Food, chewing gum, or beverages other than water are not allowed in the dance studio.

I agree and understand this policy.

---

Student Signature

- 12) ABT is not responsible for lost or stolen items. If you bring valuables to the studio, they are your responsibility.
- 13) No cell phones, iPads, or other devices are permitted in the studio. All devices must be left in the dressing room and turned to silent.
- 14) Students are expected to respect the facility and clean up after themselves in the studio and dressing room.
- 15) ABT reserves the right to suspend or dismiss any student whose conduct or attitude is found to be dangerous, disruptive, or disrespectful.

I agree and understand this policy.

---

Student Signature

16) If I choose to perform, I understand the performance absence policy:  
Ballet IA – IIB: 2-allowed absences (includes illness and family events). Excessive absences will be reviewed, and role may be subject to recasting.

Ballet III – Advanced: 2-allowed absences (including illness and family events). If student misses more than 2 rehearsals, role may be re-cast and understudy may be put into the role. Student may not be permitted to perform for excessive absences.

I agree and understand this policy.

---

**Parent/Guardian Agreements:**

- 17) Parents will not be permitted in the studio once the door is closed and class is in session. Classes should not be interrupted. If a parent needs to get something to their child, they may wait for the next water break or leave a note.
- 18) Young children not enrolled in class should not be left unattended... or they will be given Red Bull and a puppy :)
- 19) Students must be picked up at the end of class or rehearsal. If you will be late, please call and notify the office. We do not guarantee that a staff member will be available to supervise your child, and ABT is not liable for the safety of the students once their class or rehearsal has ended.
- 20) ABT reserves the right to suspend or dismiss any student whose conduct or attitude is found to be dangerous, disruptive, or disrespectful.

I agree and understand this policy.

---